

ARIZONA DEPARTMENT OF LIQUOR LICENSES AND CONTROL

800 W Washington, 5th Floor
Phoenix, AZ 85007
(602) 542-5141



400 W. Congress #521
Tucson, AZ 85701
(520) 628-6595

LIQUOR LICENSE RENEWAL INSTRUCTIONS

- 1) OWNERSHIP sections are to be completely filled out and account for 100% (use whole numbers only) of ownership
- 2) NEW owner (s), agent (s), partner(s), stockholder(s) (10 percent or greater ownership), member(s) (10 percent or greater ownership), officer(s), or club member(s) are to complete personal questionnaires and fingerprint cards. Use a separate check for all fingerprint processing fees (\$24.00 each).
- 3) OWNERSHIP sections for joint tenant, individual owners, and partnerships must be completed.
- 4) List all managers(s) of your business in Section B.
- 5) NEW managers are to complete personal questionnaires and finger print cards.
- 6) If there is a lien on your license, please complete Section C.
- 7) The license owner, agent, partner, stockholder (10 percent or greater ownership), member (10 percent or greater ownership), officer, or club member completing the renewal form must sign at the end of Section C, verifying that Sections A through C are accurate.
- 8) All restaurant (series 12) and hotel/motel with restaurant (series 11) renewals must include a completed Business Data Report. Without this report attached, the renewal application will not be processed.
- 9) Domestic Farm Wineries (series 13) must fill out Sections E and G.
- 10) Domestic Microbreweries (series 3) must fill out Sections F and G.
- 11) List your phone number, email address, and indicate any changes to your MAILING ADDRESS.
- 12) The license owner, agent, partner, stockholder (10 percent or greater ownership), member (10 percent or greater ownership), officer, or club member completing the renewal must sign and have the renewal form notarized.
- 13) Prior to the issuance of your Renewal, applicants listed below are required to prove Arizona residency and complete the Arizona Statement of Citizenship and Alien Status for State Benefits form.
 - a) Liquor license agents,
 - b) Individual owners including Joint Tenants With Right of Survivorship (JTWROS), and
 - c) Every partner (who is a person) in a partnership including general and limited partners. This does not include corporations that are partners.

The applicants listed above are required to provide a legible copy of:

- a) Birth Certificate or U.S. Passport, or
- b) If another form of citizenship is provided by the applicant, verify its use by referencing the Alien Status Form Attachments A and B, page 1 "Evidence showing U.S. citizen or U.S. national status: a. Primary Evidence".

RESIDENCY AND/OR CITIZENSHIP REQUIREMENTS (continued)

If born outside the United States, the listed applicants must provide one of the following:

- | | |
|---|----------------------------------|
| a) Proof of Citizenship or Alien Status | b) Certificate of Naturalization |
| c) U.S. Passport | d) Permanent Resident Alien Card |

Fees: A separate total for each license is provided for you. If you choose to CANCEL a license, SUBTRACT that amount from the TOTAL figure you will be sending to the department. Please submit fingerprint processing fees in a separate check.

Payment: Make checks payable to: Arizona Department of Liquor. A.R.S. § 44-6852 provides for fees to be charged for all dishonored checks.

Forms: If you need any of the required forms, including fingerprint cards, contact the department (number at top of page).

(Fingerprinting must be done by a law enforcement agency or any bona fide private fingerprinting service. The Department of Liquor or FBI fingerprint card(s) must be used. You will be required to show I.D. The Department of Liquor does not provide fingerprinting services).

IMPORTANT

THIS RENEWAL NOTICE IS SENT TO YOU AS A COURTESY. IT REMAINS THE RESPONSIBILITY OF THE LICENSEE TO RENEW A LIQUOR LICENSE PRIOR TO EXPIRATION. PLEASE INSURE THE MAILING ADDRESS FOR LICENSE RENEWAL IS CORRECT. IF A CORRECTION IS NECESSARY, PLEASE SUPPLY THE CORRECTION WITH YOUR RENEWAL.

All applicable sections MUST BE complete or the renewal form will be sent back to you. The renewal and fees due MUST BE POSTMARKED ON OR BEFORE THE EXPIRATION DATE to avoid a penalty of \$150.00. The law does not allow waiving penalty fees.